

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN08-17

Date: September 23, 2008

Expiration Date: 10/23/10

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LATE MONTHLY, QUARTERLY, CLOSEOUT, AUDIT AND  
PARTICIPANT REPORTS

The purpose of this notice is to advise all subrecipients of Workforce Investment Act (WIA) funds that late or incomplete filing of any of the following reports will impede future cash requests until the appropriate reports are filed. Subrecipients will be contacted to request the missing or incomplete reports. However, a cash hold will be implemented immediately once the due dates have passed and the information has not been received at the Employment Development Department (EDD).

### Financial Reports—Monthly, Quarterly, or Closeout

- For due dates and requirements for filing quarterly and monthly expenditure reports, refer to WIA Directive [WIAD06-4](#), "Quarterly and Monthly Financial Reporting Requirements", dated August 9, 2006.
- For due dates and requirements for closeouts, refer to WIA Directive [WIAD06-3](#), "WIA Closeout Handbook", dated July 24, 2006.

### Single Audit Reports

- For the requirements for submitting single audit reports under WIA, refer to WIA Directive [WIAD05-16](#), "Audit Requirements", dated May 25, 2006.

### Participant Reports

- In addition to financial reports, the participant reports have now been included within the stipulations of this notice. If participant reports are six months in arrears, it will impede future cash requests. Participant reports are due the 20th of each month.

The late filing of financial reports, single audit reports, and participant reports is considered as noncompliance with the General Provisions and Standards of Conduct, Exhibit BB, of the Contract/Subgrant Agreement entered into with the State of California, EDD.

Please note that for a WIA subrecipient to request cash, the subrecipient must have a current Information Request Form (IRF) on file with EDD. Subrecipients must report changes to any information on the IRF, when the changes occur. Subrecipients must also review the IRF at least annually and submit a new form to the EDD Fiscal Programs Division each July 1. Refer to WIA Directive [WIAD04-14](#), "Cash Request Handbook", dated February 22, 2005.

If you have any questions about this notice, please contact April Eales, Manager of the Financial Management Unit at (916) 653-9150.

/S/ BILL BURKE  
Assistant Deputy Director  
Workforce Services Branch

/S/ BOB HERMSMEIER  
Chief  
Workforce Services Division